

Rockville Summit II

Guidelines for Working Group Final Document

Thank you for volunteering to serve on one of the six Summit Working Groups. Your recommendations will provide a meaningful contribution to shaping Rockville's future. Specifically, they will shape the discussion at the second Rockville Summit on November 3, 2012, and be considered by the Rockville Mayor and Council in shaping the vision for the City to prioritize City policies and projects, including updating the City's comprehensive Master Plan.

Desired structure/features of document

- Produce in Microsoft Word
- Approximately 4 – 10 pages, total
 1. Brief Summary of Recommendations (between 1/3 and 1/2 page)
 2. Major issues identified in the discussion questions for your group
 3. Topics and sub-topics identified by group as focus areas
 4. Major factors that influenced the group's recommendations
 5. Recommendations
 - a. Areas where the group had strong conclusions
 - i. City Policy (e.g., planning standards, traffic regulations, etc.)
 - ii. City Actions (e.g., changes to programs, new projects, etc.)
 - iii. City Advocacy (e.g., seek to influence or partner with County, State or private sector regarding policies or programs).
 - b. Areas where the group did not reach conclusions. State reason (e.g., lack of overwhelming group support, more time is needed, etc.) Confirm that all perspectives in the working group are fairly represented.
 - c. Discussion of where recommendations for this work group topic should interface with other topics.
 6. Conclusions – emphasize what is most important.
 7. Appendix: Names of Participants, including those with special roles (e.g., Chair, etc.).
 8. Number of meetings (approximate is fine – e.g., “the meeting schedule was every two weeks for a 4 month period, with extra meetings near the end to finalize the group's conclusions”)
- Confirm final consent from all working group members before submitting your group's final product by Monday, October 15, 2012 via email to mpoche@rockvillemd.gov.